



**City of Santa Clara
Building Inspection Division**

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RESIDENTIAL PERMIT REQUIREMENTS

October 28, 2005

CITY OF SANTA CLARA

Office of the Building Official

1500 Warburton Ave.

Santa Clara, CA 95050

Inspection Division: (408) 615-2440

Permit Center: (408) 615-2420

RESIDENTIAL BUILDING DATA

Building permits are required for all new construction, remodeling, or additions, such as:

Garages or carports
Fencing more than 6' high
Patio covers
Room additions
Hot Tubs
Interior Alterations/remodel

Spas
Swimming pools
Tool shed, etc.
Window changes
Workshops

Plumbing, gas and electric permits are required for all new installations, such as: stoves, furnaces, water heaters, garbage disposals, dryers, etc.

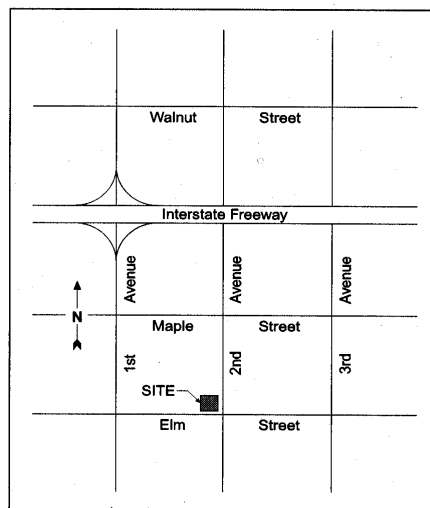
Upon making application for a building permit, you will be required to submit three sets of plans which have been approved by the Planning Division. Plans to scale, at least 18" x 24" on a scale no less than 1/8" per foot.

Show the following on each set of plans.

1. VICINITY MAP:

- A vicinity map specifies the location of a proposed project in relation to major streets in the area. It is not required to have this map drawn to scale but it should be proportional. Show at least two major cross streets and all other roadways leading to the site. A north arrow is also required. (See figure 1 for an example.)

Figure 1/ Typical Vicinity Map



2. PLOT PLAN:

- Scale (Minimum 1/16", preferable 1/8")
- North arrow
- Showing location of new building and also location of ALL other buildings on the lot.
- Show all front, side and rear setback distances, and distances between buildings.
- Show any architectural projections such as bay windows, fireplaces, etc.
- All easements, and electric point of attachment (meter location & service drop).
- Address and Assessor's Parcel Number on plan. (See figure 2 for an example.)

3. FLOOR PLAN:
 - Draw your floor plan to scale
 - Most floor plans are drawn using ¼" scale, which means that each ¼" on the drawing equals 1'.
 - Show the layout of the addition, including any unfinished space, and label the use of all rooms.
 - Include the square footage of the entire addition.
 - Indicate the ceiling height in each room.
 - Show location, size and type of windows.
 - Include size of doors and show the direction in which they open.
 - Show the location of all smoke detectors.
 - Show plumbing fixtures; exhaust fans and other devices such as gas logs.
 - Identify which are new or altered openings in the existing structure. When creating a new opening, when increasing the width of an existing opening, or when modifying other structural features such as posts, beams, or floor joists show size of new material. (See figure 3 for an example.)
4. STRUCTURAL PLANS:
 - To show the foundations, structural elevations and details pertinent to the framing of the building. (See Figure 5.)
5. ELECTRICAL AND PLUMBING WORK:
 - All electrical and plumbing work shall be performed by licensed contractors or home- owners. Show fixtures and outlets on plan.
 - All electrical, plumbing and mechanical items must be itemized on permit application.
6. GENERAL INFORMATION:
 - Property Owner Name and address
 - Assessor's Parcel Number
 - Building address
 - Lot size

NO PERMITS ISSUED WITHOUT REQUIRED PLANS.

Homeowners' permits will be issued for construction, electrical and plumbing work, if applicant indicates the intent to do his own work. In the event inspection shows applicant is unable to perform this work satisfactorily, the work must be performed by licensed contractors. Home owners assume same responsibility as contractors.

If you are going to erect a fence, be sure to check with the Planning Division for setback requirements and height limitations.

ALSO KEEP IN MIND THAT:

It is unlawful to use or permit the use of any automobile, trailer, or motorhome for living or sleeping quarters in any place in the City of Santa Clara.

If you intend to remodel your attached garage to a playroom or bedroom, you will first be required to build another garage or carport on your property before remodeling.

School Development fees will be imposed by the local school district if additions equal 500 square feet or greater.

Building permit fees are based on the cost of the scope of work. Current valuation rates are used to determine your fees.

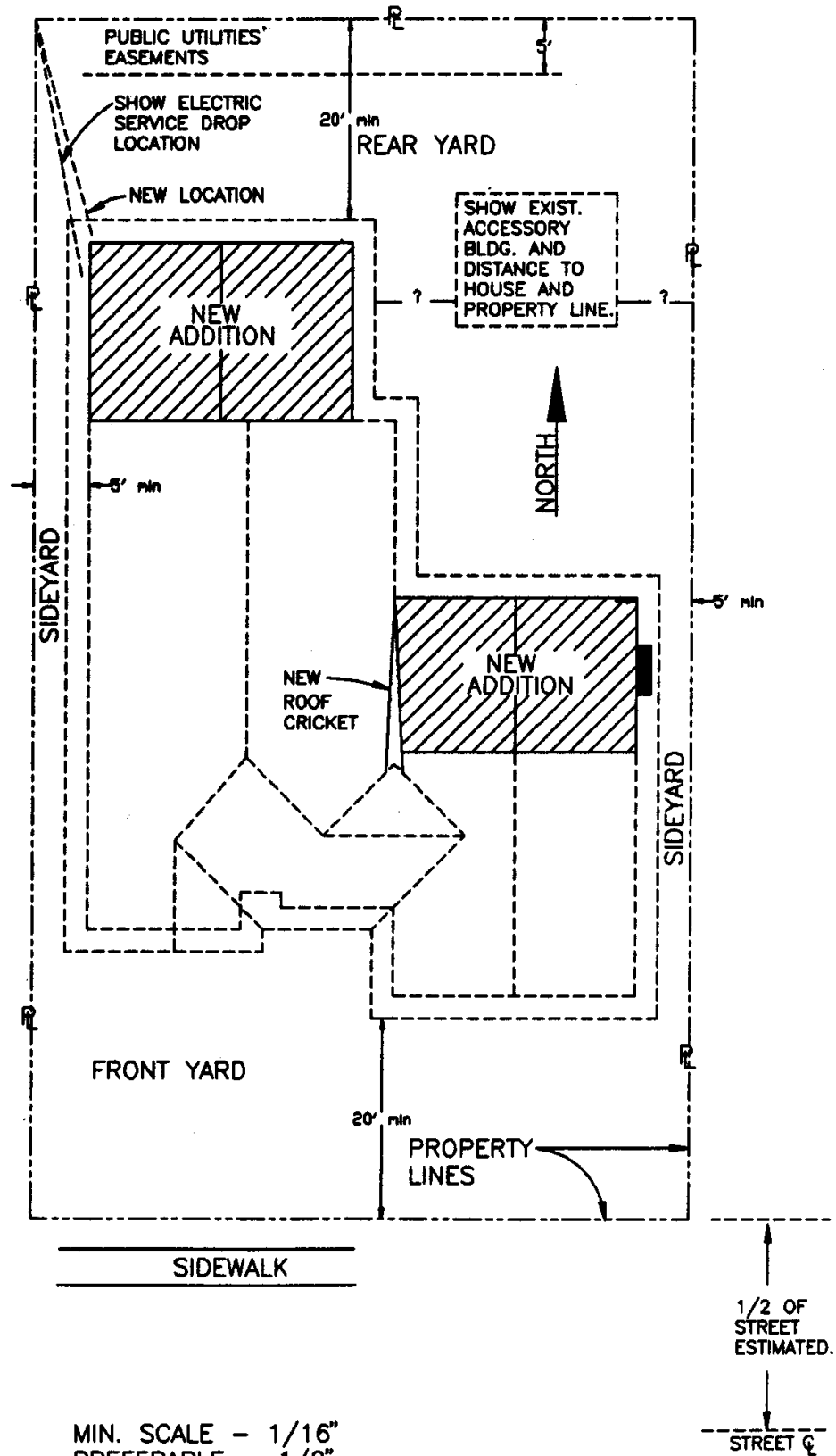
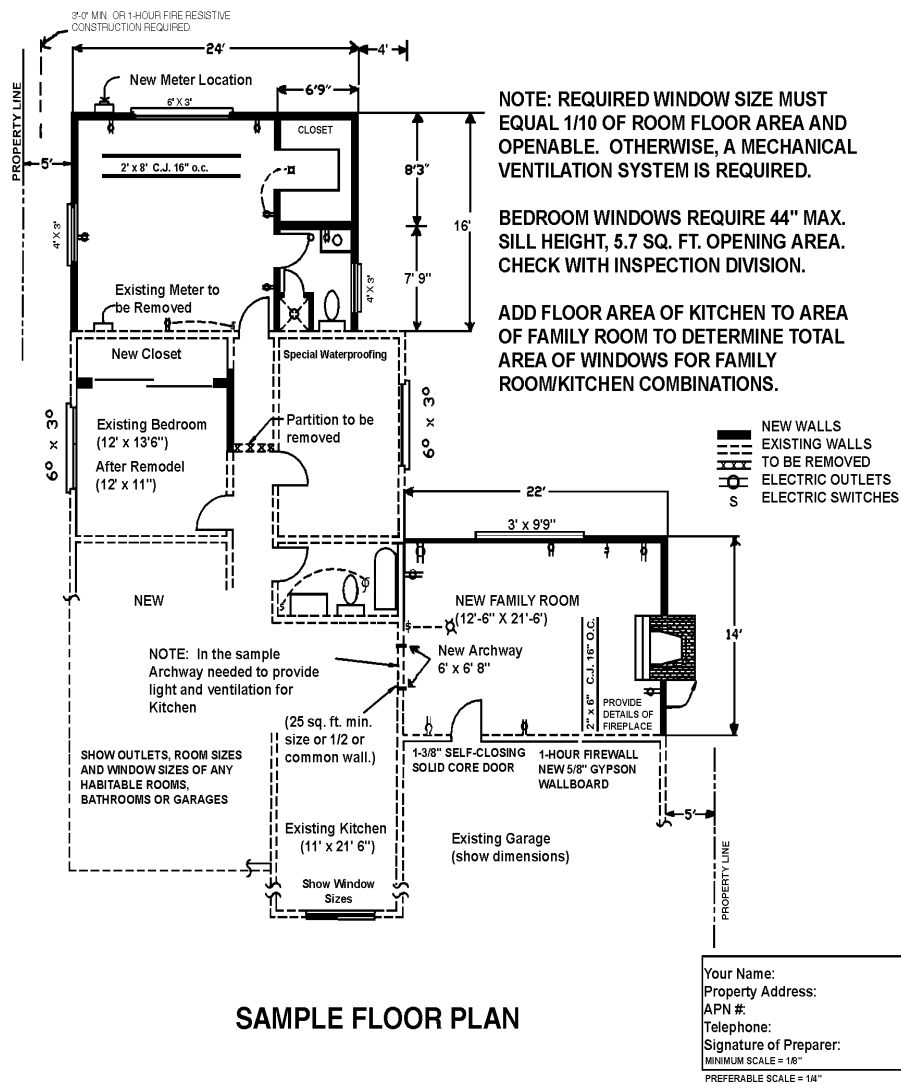


Figure 2

SAMPLE PLOT & ROOF PLAN



SAMPLE FLOOR PLAN

Figure 3

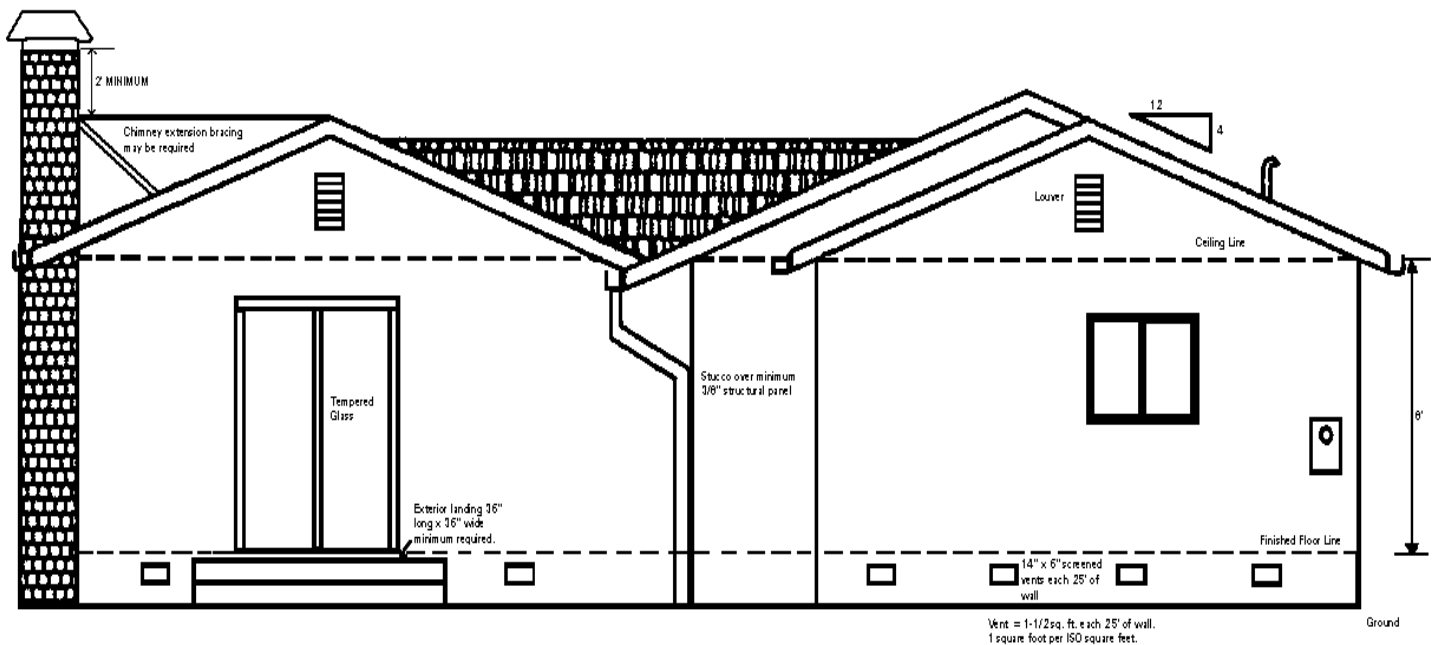


Figure 4. - Elevation